2009-10 KYAE Professional Development Policy

The purpose of professional development (PD) in Kentucky is to raise the level of expertise of Kentucky's adult educators through life-long learning opportunities so they can equip our students for success. The focus of PD in 2009-10 will be on math, reading/writing and managed programs (syllabi, curricula, lesson plans, etc.).

Professional Development Units
Kentucky Adult Education (KYAE) will not require annual professional development units (PDUs). KYAE will continue to set PD values to assist local programs whose staff may have continuing education requirements.

PD Plans
An annual PD plan will not be required by KYAE to be entered in PDtrack. KYAE recommends that programs continue to set individual PD plans to support their program's needs and to have a PD growth plan and history for each staff member.

PDtrack
PDtrack will be used as a calendar, method of registration for trainings and professional development, and to track PD histories.

AERIN
Individual professional development will be based on the Job Activation Date, Job Description and AE Status (part-time, full-time) entered in AERIN under the Staff General and Additional Information screens.

Employment Status
Part-time and full-time employment status of all adult educators will be defined by the county fiscal agent.

Successful Completion of PD Requirements
In order to fulfill professional development requirements, participants must attend all required workshop days, including face-to-face workshops, Web conferences and conference calls, as well as, successfully complete all projects and tasks. A scoring rubric will be used to assess all projects and tasks. Projects will be evaluated by the facilitator.

Facilitators will work with participants when extenuating circumstances occur that prevent a participant from attending a required component of a workshop or training.

KYAE recommends that any program staff that does not comply with the yearly PD requirements may not be eligible to provide adult education services the following year.

Requirements for Program Directors

All program directors must complete the following:

- Attend the Program Director Institute to be held in spring of 2010.
- Attend one Instructor Institute, which requires completion of a classroom project.
    - Program directors participating in either the Leadership Excellence Academy or the PowerPath Implementation Training will be exempt from attending one Instructor Institute.
- New program directors hired after October 1, 2008 will be required to attend an Orientation for New Program Directors which will be held in fall 2009.

Requirements for Full-time Instructors and Instructor's Aides

Instructors and instructor's aides will attend an Institute based on their number of years experience in adult education. All Institutes will require completion of a classroom project.

- 1st Year Instructor Institute
    - This Institute is for instructors and instructor's aides hired between January 1, 2009 and the present date.
    - The Adult Education Academy at Morehead State University will offer the 1st Year Instructor Institute
    - The pre-requisite for the 1st Year Instructor Institute is Orientation to Adult Education.
    - Each cohort will consist of six face-to-face workshops (a three-day kickoff, two-day interim and one-day showcase), conference calls, Web conferences, a classroom project and coaching visits.
- 2nd - 3rd Year Instructor Institute
    - This Institute is for instructors and instructor's aides hired between July 1, 2007 and December 31, 2008.
    - The Adult Education Academy at Morehead State University will offer the 2nd - 3rd Year Instructor Institute.
    - The pre-requisite for the 2nd - 3rd Year Instructor Institute is Orientation to Adult Education.
    - The 2nd and 3rd Year Instructor Institute will consist of three face-to-face workshops (a two-day kickoff and a one-day showcase), conference calls, Web conferences, a classroom project and coaching visits.
- Experienced Instructor Institute
    - This Institute is for instructors and instructor's aides hired before July 1, 2007.
    - The Collaborative Center for Literacy Development will offer the Experienced Instructor Institute.
    - Participants must complete any pre-requisites as set by the facilitator.
    - Experienced instructors will complete one of the following tracks:
        - Best Practices in Reading and Writing
            - Pre-requisite: Orientation to Adult Education
            - Consists of five face-to-face workshops (a two-day kickoff, a two-day interim and a one-day showcase), a classroom project,

one or more Web conferences, conference calls and coaching visits,
- Reading Diagnostics and Struggling Reader
    - Pre-requisites: Orientation to Adult Education and Foundations to Reading and Writing presented in 2007 or later.
    - Consists of seven face-to-face workshops (a two-day kickoff, two sets of two-day interims and a one-day showcase); a classroom project, one or more Web conferences, conference calls and coaching visits,
- Algebra Instruction
    - Pre-requisite: Orientation to Adult Education
    - Consists of up to five face-to-face workshops (including a a two-day kickoff and a one-day showcase), conference calls or Web conferences and coaching visits.
- Bridges and Beyond
    - Pre-requisite: Orientation to Adult Education and Bridges I and II.
    - Consists of three face-to-face workshops (a two-day kickoff and a one-day showcase), a classroom project, conference calls or Web conferences and coaching visits.

Requirements for Part-time Instructors and Instructor's Aides

Part-time instructors and instructor's aide must complete the following online courses:
- Orientation to Adult Education, if not already completed.
- Formal Assessment to Instruction which requires completion of a classroom project.
- Effective Instructional Strategies which requires completion of a classroom project.
- Part-time instructors and instructor's aides hired after January 1, 2010 will only have to complete Orientation to Adult Education and either Formal Assessment to Instruction or Effective Instructional Strategies.

Electives

Once PD funds are reserved to support the institutes, PD allocations may be used to support additional PD with written prior approval from KYAE.

Required PD must be completed while attending one of the following electives:
- Health and Financial Literacy online course
- Orientation to English as Second Language

Exceptions to PD Requirements

- Clerks responsible for program support functions (e.g. data entry) are only required to attend AERIN training. New clerks must also complete Orientation to Adult Education.

- Clerks and Instructor Aides who assist in the classroom but do not have any instructional duties are not required to complete any professional development offerings.

PD Funds
Once required PD is completed, additional PD funds may be used to support local PD activities as approved by KYAE.

Trainings
Throughout the fiscal year, KYAE will host WIN, PLATO, ITTS, AERIN and other trainings. These trainings may be attended when needed, regardless of completion of required professional development. PD funds may be used for travel to KYAE-sponsored trainings.

Conferences
Only performance funding may be used to attend KYAE-approved conferences; however, no more than two persons per county program may attend the same out-of-state conference. Exceptions from this policy may be considered on an individual program basis.

Travel outside of the contiguous United States is not an allowable cost.

College Tuition Reimbursement
- Based upon availability of funds, KYAE will reimburse up to $1,000 per semester per full-time staff member for college tuition only in programs and courses that prepare them for instruction or administration in adult education related to the staff person's job assignment. For an undergraduate course, the staff member must earn a letter grade of C or better. For a graduate course, the staff member must earn a letter grade of B or better.
- KYAE college tuition reimbursement is available for staff not eligible for employer or fiscal agent tuition assistance.
- To receive reimbursement for tuition, the staff member must receive prior approval in writing from their program director and KYAE, including the name of the institution, the degree program, the course title and credit hours and the tuition amount. The program director will indicate approval or disapproval, place the original in the staff person's personnel file, and forward a copy of an approved request to KYAE. At the conclusion of the course, include the college tuition expense as part of the monthly PD KYAE reimbursement request submitted to KYAE along with a copy of the transcript showing completion of the course at the grade levels listed above. A copy of the transcript must also be filed in the staff personnel file.
- In the event that an employee, having received KYAE tuition assistance, does not continue in employment at the adult education program for a six-month period following completion of a course, the employee shall repay KYAE for the cost of the educational assistance. All materials for reimbursement must be received by the final invoice date.

- An employee who is laid-off shall not be obligated to the six-month service obligation clause and shall not have to repay educational assistance funds provided the previous semester.
- KYAE is authorized to recover education assistance monies expended if:
  - The course(s) is (are) dropped, regardless of cause, without prior approval of the appointing authority or his/her designee.
  - The employee resigns/retires or is dismissed for cause prior to completion of a six-month service obligation after completion of the course or during the course itself.

Allowable Costs for use of PD Funds

PD funds are to be used for:
- KYAE-sponsored trainings, meetings or events.
- Salaries for staff attending KYAE-sponsored trainings, meetings or events.
- KYAE funds are to be used for actual costs of registration, not to include memberships. Meals covered by registration fees are not reimbursable.

Non-Allowable Costs

Non-allowable costs include, but are not limited to:
- Substitute instructors covering classrooms. (Substitutes may be paid from instructional funds.)
- Routine duties of staff, including but not limited to, meeting with students, attending staff meetings, or other duties not associated with professional development.
- Membership dues for professional organizations.